

### **Committee of Adjustment Application to Planning Department**

#### **Complete Application**

A complete Committee of Adjustment application consists of the following:

- 1. A properly completed and signed application form (signature must on original version);
- 2. Supporting information adequate to illustrate your proposal as listed in **Section H** of this application form (plans are required in paper copy and digital PDF format);
- 3. Written authorization from all registered owners of the subject lands where the applicant is not the owner as per Section N; and,
- 4. Cash, debit or cheque payable to Norfolk County in the amount set out in the Norfolk County User Fees By-Law.
  - Planning application development fees are not required with the submission of your completed and signed development application. Your planning application fee will be determined by the planner when your application has been verified and deemed complete. Prepayments will not be accepted.
- 5. Completed applications are to be mailed to the attention of **Secretary Treasurer Committee of Adjustment:** 185 Robinson Street, Suite 200, Simcoe, ON N3Y 5L6 or email your application <a href="mailto:committee.of.adjustment@norfolkcounty.ca">committee.of.adjustment@norfolkcounty.ca</a>. Make sure submissions are clearly labelled including address, name, and application type. Failure to do so may impact the timing of your application.

The above listed items are required to ensure that your application is given full consideration. An incomplete or improperly prepared application will not be accepted and may result in delays during the processing of the application. This application must be typed or printed in ink and completed in full.

Please review all of the important information summarised below.

#### Before your Application is Submitted

A pre-consultation meeting is not usually required for Committee of Adjustment applications; however, discussion with Planning Department staff prior to the submission of an application is **strongly encouraged**. The purpose of communicating with a planner **before** you submit your application is: to review your proposal / application, to discuss potential issues; and to determine the required supporting information and materials to be submitted with your application before it can be considered complete by staff. You might find it helpful to retain the services of an independent professional (such as a registered professional planner) to help you with your application. Information about the Official Plan and Zoning By-law can be found on the County website: www.norfolkcounty.ca/planning



### After Your Application is Submitted

Once your payment has been received and the application submitted, in order for your application to be deemed complete all of the components noted above are required.

Incomplete applications will be identified and returned to the applicant. The *Planning Act* permits up to 30 days to review and deem an application complete.

Once your application has been deemed complete by the Planning Department, it is then circulated to public agencies and County departments for review and comment. A sign is also provided that is required to be posted on the subject lands that summarizes the application and identifies the committee meeting date. The comments received from members of the community will be included in the planning report and will inform any recommendations in relation to the application.

If the subject lands are located in an area that is regulated by either the Long Point Region Conservation Authority or by the Grand River Conservation Authority an additional fee will be required if review by the applicable agency is deemed necessary. A separate cheque payable to the Long Point Region Conservation Authority or the Grand River Conservation Authority is required in accordance with their fee schedule at the same time your application is submitted.

**Additional studies** required as part of the complete application shall be at the sole expense of the applicant. In some instances peer reviews may be necessary to review particular studies and that the cost shall be at the expense of the applicant. The company to complete the peer review shall be selected by the County.

If the application is withdrawn prior to the circulation to commenting agencies, the entire original fee will be refunded. If withdrawn after the circulation to agencies, half the original fee will be refunded. No refund is available after the public meeting and/or approval of application.

#### **Notification Sign Requirements**

Planning Department staff may post a notification sign on your property in advance of the public meeting on your behalf. Please keep this sign posted until you have received a notice in the mail indicating that the Secretary Treasurer received no appeals. However, it is the applicant's responsibly to ensure that the sign is correctly posted within the statutory timeframes, according to the *Planning Act*. Failure to post a sign in advance of the public meeting in accordance with statutory requirements will impact the timing of your application at the Committee of Adjustment meeting. Applicants are responsible for removal of the sign following the appeal period. The signs are recyclable and can be placed in your blue box.

#### **Contact Us**

For additional information or assistance in completing this application, please contact a planner at 519-426-5870 ext. 1842 or Committee.of.Adjustment@NorfolkCounty.ca



For Office Use Only: File Number Related File Number Pre-consultation Meeting Application Submitted Complete Application	Application Fee  Conservation Authority Fee  Well & Septic Info Provided  Planner  Public Notice Sign
Check the type of plan	ning application(s) you are submitting.
<ul><li>☐ Surplus Farm Dwell</li><li>☑ Minor Variance</li><li>☐ Easement/Right-of-\</li></ul>	•
Property Assessment	Roll Number: 3310 541 020 530 00
A. Applicant Informati Name of Owner	Peter Leliveld
It is the responsibility of ownership within 30 day	the owner or applicant to notify the planner of any changes in s of such a change.
Address	24 St. Ladislans Street P.O. Box 415
Town and Postal Code	Courtland ON NOJIEO
Phone Number	519-842-7351
Cell Number	519-688-9169
Email	peter leliveld @ tillsonburghomes. com
Name of Applicant	Peter Leliveld
Address	565 Broadway
Town and Postal Code	Tillsonburg ON N46 358
Phone Number	519 842-7351
Cell Number	519-688-9169
Email	peter le liveld e tillson burghomes, com



Na	ame of Agent	Peter Le	eliveld	
Αc	ddress	S65 Broa	dway	
To	own and Postal Code	Till sonbu	good x	146 358
Pł	none Number	519 842	7351	
Ce	ell Number	519 688	-9169	
Er	nail	peter le liv	eld c fills	orburghomes com
all	ease specify to whom a correspondence and n ner and agent noted a	otices in respect of		nless otherwise directed, ill be forwarded to the
	Owner	☐ Agent	⊠ Ap	plicant
В.	Location, Legal Des Legal Description (incl Block Number and Url	scription and Prope	vnship, Concessi	on Number, Lot Number,
		371 11 20	1 21 21	3/R63/0 P/1R1
2. 3.	Present Official Plan D	Designation(s):	dislavo St rban Res zone and l-	reet Courtland ON idential tamlet residential



4.	Please describe <b>all existing</b> buildings or structures on the subject lands and whether they are to be retained, demolished or removed. If retaining the buildings or structures, please describe the type of buildings or structures, and illustrate the setback, in metric units, from front, rear and side lot lines, ground floor area, gross floor area, lot coverage, number of storeys, width, length, and height on your attached sketch which must be included with your application:  Existing concrete, block and brick apartment dwelling
	Existing concrete, block and brick apartment dwelling house with a maximum of 5 dwelling units. Detached double car steel clad garage
5.	If an addition to an existing building is being proposed, please explain what it will be used for (for example a bedroom, kitchen, or bathroom). If new fixtures are proposed, please describe.
6.	Please describe all proposed buildings or structures/additions on the subject lands. Describe the type of buildings or structures/additions, and illustrate the setback, in metric units, from front, rear and side lot lines, ground floor area, gross floor area, lot coverage, number of storeys, width, length, and height on your attached sketch which must be included with your application:  Proposed new single family residential dwelling to be built in future
7.	Are any existing buildings on the subject lands designated under the <i>Ontario</i> Heritage Act as being architecturally and/or historically significant? Yes  No   If yes, identify and provide details of the building:
8.	If known, the length of time the existing uses have continued on the subject lands:
	Existing use of abutting properties:  Residential within a settlement area
10.	Are there any easements or restrictive covenants affecting the subject lands?  ☐ Yes 🗵 No If yes, describe the easement or restrictive covenant and its effect:



# C. Purpose of Development Application

Note: Please complete all that apply. Failure to complete this section will result in an incomplete application.

1. Site Information (Please refer to Zoning By-law to confirm permitted dimensions)

	Existing	Permitted	Provision	Proposed	Deficiency
Lot frontage	38.2			30.70	
Lot depth	168.17			30.70 59.92 (res)	
Lot width	38. Z			31.51	
Lot area	15,001			1,632.70	
Lot coverage					
Front yard					
Rear yard					
Height					,
Left Interior side yard					
Right Interior side yard					
Exterior side yard (corner lot)	MA			N/A	
Parking Spaces (number)	13			3+1	
Aisle width	MA			MA	
Stall size	MA			MA	
Loading Spaces	NA NA			MA	
Other	MA			NA	



2.	Please explain why it is not possible to comply with the provision(s) of the Zoning			
	By-law:			
	The parce	1 of land dose not conform to the provisions		
	secured	lof land dose not conform to the provisions ing by-Law except were a minor variance har been accordance with section 9,63.1 (minor variances		
	,			
3. Consent/Severance/Boundary Adjustment: Description of land intended to be severed in metric units:				
	severed in metric Frontage:	30.70		
	Donth:	irregular 59.92 northerly line 48.82 southerly line		
	Depth: Width:	31.51 easterly line		
	Lot Area:	1,632.70 m2 (0.40 acres)		
	Present Use:	Residential R3		
		Residential Hamlet HR		
	Proposed Use:			
		size (if boundary adjustment):		
If a boundary adjustment, identify the assessment roll number and property owner of				
	the lands to which	the parcel will be added:		
	1			
	Description of law	d intended to be retained in metric units: PARCEL"B"		
	Frontage:	7. 5		
	Depth:	168.17		
	Width:	38.2		
	Lot Area:	13,368.3 (3.3 acres)		
	Proposed Use:	Residential R3 and HR Residential R3 and HR		
	Ruildings on retain	ned land: Existing 4 Plex, Existing detached garage		
	Dullalings on Totali	indiand		
4	Fasement/Right_	of-Way: Description of proposed right-of-way/easement in metric		
7.	units:	of-way: Description of proposed right-of-way/easement in metric		
	Frontage:	7.5		
	Depth:	48.82		



Width:	7.5		
Area:	394.50 (0.10 acres)		
Proposed Use:	Right of way, Existing private drive		
	welling Severances Only: List all properties in Norfolk County, and farmed by the applicant and involved in the farm operation		
Owners Name:	<u>v</u> A		
Roll Number:			
Total Acreage:			
Workable Acreage:			
Existing Farm Type:	(for example: corn, orchard, livestock)		
Dwelling Present?: [	☐ Yes ☐ No If yes, year dwelling built		
Date of Land Purchas	se:		
Owners Name:	MA		
Roll Number:			
Total Acreage:			
Workable Acreage:			
Existing Farm Type:	(for example: corn, orchard, livestock)		
Dwelling Present?:	☐ Yes ☐ No If yes, year dwelling built		
Date of Land Purchas	se:		
	. 4		
Owners Name:	1A		
Roll Number:			
Total Acreage:			
Workable Acreage:			
Existing Farm Type: (	(for example: corn, orchard, livestock)		
Dwelling Present?:	☐ Yes ☐ No If yes, year dwelling built		
Date of Land Purchase:			



Ourse Names NA
Owners Name: / V/T
Roll Number:
Total Acreage:
Workable Acreage:
Existing Farm Type: (for example: corn, orchard, livestock)
Dwelling Present?: ☐ Yes ☐ No If yes, year dwelling built
Date of Land Purchase:
Owners Name:
Roll Number:
Total Acreage:
Workable Acreage:
Existing Farm Type: (for example: corn, orchard, livestock)
Dwelling Present?: ☐ Yes ☐ No If yes, year dwelling built
Date of Land Purchase:
Note: If additional space is needed please attach a separate sheet.
D. All Applications: Previous Use of the Property
<ol> <li>Has there been an industrial or commercial use on the subject lands or adjacent lands? ☐ Yes ☒ No ☐ Unknown</li> </ol>
If yes, specify the uses (for example: gas station, or petroleum storage):
·
2. Is there reason to believe the subject lands may have been contaminated by former uses on the site or adjacent sites?□ Yes ☒No □ Unknown
3. Provide the information you used to determine the answers to the above questions:  Knowledge of owner



4.	If you answered yes to any of the above questions in Section D, a previous use inventory showing all known former uses of the subject lands, or if appropriate, the adjacent lands, is needed. Is the previous use inventory attached? $\square$ Yes $\square$ No
E.	All Applications: Provincial Policy
1.	Is the requested amendment consistent with the provincial policy statements issued under subsection 3(1) of the <i>Planning Act, R.S.O. 1990, c. P. 13</i> ? $\square$ Yes $\square$ No
	If no, please explain:
2.	It is owner's responsibility to be aware of and comply with all relevant federal or provincial legislation, municipal by-laws or other agency approvals, including the Endangered Species Act, 2007. Have the subject lands been screened to ensure that development or site alteration will not have any impact on the habitat for endangered or threatened species further to the provincial policy statement subsection 2.1.7?   Yes  No
	If no, please explain:
	Grassed open area
	•
3.	Have the subject lands been screened to ensure that development or site alteration will not have any impact on source water protection?   Yes No  If no, please explain:  Not within a source of water protection area
	Note: If in an area of source water Wellhead Protection Area (WHPA) A, B or C please attach relevant information and approved mitigation measures from the Risk Manager Official.



4.	All Applications: Are any of the following uses or features on the subject lands or within 500 metres of the subject lands, unless otherwise specified? Please check boxes, if applicable.
	Livestock facility or stockyard (submit MDS Calculation with application)
	☐ On the subject lands or ☐ within 500 meters – distance
	Wooded area  ☐ On the subject lands or ☐ within 500 meters – distance
	Municipal Landfill  ☐ On the subject lands or ☐ within 500 meters – distance
	Sewage treatment plant or waste stabilization plant  ☐ On the subject lands or ☐ within 500 meters – distance
	Provincially significant wetland (class 1, 2 or 3) or other environmental feature  ☐ On the subject lands or ☐ within 500 meters — distance
	Floodplain  ☐ On the subject lands or ☐ within 500 meters – distance
	Rehabilitated mine site  ☐ On the subject lands or ☐ within 500 meters – distance
	Non-operating mine site within one kilometre  ☐ On the subject lands or ☐ within 500 meters – distance
	Active mine site within one kilometre  ☐ On the subject lands or ☐ within 500 meters – distance
	Industrial or commercial use (specify the use(s))  ☐ On the subject lands or ☐ within 500 meters – distance
	Active railway line ☐ On the subject lands or ☐ within 500 meters – distance
	Seasonal wetness of lands  ☐ On the subject lands or ☐ within 500 meters – distance
	Erosion  ☐ On the subject lands or ☐ within 500 meters – distance
	Abandoned gas wells  ☐ On the subject lands or ☐ within 500 meters – distance



F.	All Applications: Servicing and Access		
1.	Indicate what services are available or proposed:		
	Water Supply		
	Municipal piped water		Communal wells
	☐ Individual wells		Other (describe below)
	Sewage Treatment		
	☐ Municipal sewers		Communal system
	Septic tank and tile bed in good working order		Other (describe below)
,			
	Storm Drainage		
	Storm sewers		Open ditches
/	☐ Other (describe below)		
2.	Existing or proposed access to subject lands:		
•	Municipal road		Provincial highway
	☐ Unopened road		Other (describe below)
	Name of road/street:		· ·
	St. Ladislans St	re	eet
G.	All Applications: Other Information		
	Does the application involve a local business?	es.	No
	If yes, how many people are employed on the subj		
	in yes, new many people are employed on the subj	001	idildo.
2.	Is there any other information that you think may be	e us	eful in the review of this
	application? If so, explain below or attach on a sep	ara	ite page.



#### H. Supporting Material to be submitted by Applicant

In order for your application to be considered complete, folded hard copies (number of paper copies as directed by the planner) and an **electronic version (PDF) of the site plan drawings, additional plans, studies and reports** will be required, including but not limited to the following details:

- 1. Concept/Layout Plan
- 2. All measurements in metric
- 3. Existing and proposed easements and right of ways
- 4. Parking space totals required and proposed
- 5. All dimensions of the subject lands
- 6. Dimensions and setbacks of all buildings and structures
- 7. Location and setbacks of septic system and well from all existing and proposed lot lines, and all existing and proposed structures
- 8. Names of adjacent streets
- 9. Natural features, watercourses and trees

In addition, the following additional plans, studies and reports, including but not limited to, **may** also be required as part of the complete application submission:

On-Site Sewage Disposal System Evaluation Form (to verify location and condition)
Environmental Impact Study
Geotechnical Study / Hydrogeological Review
Minimum Distance Separation Schedule
Record of Site Condition

Your development approval might also be dependent on Ministry of Environment Conservation and Parks, Ministry of Transportation or other relevant federal or provincial legislation, municipal by-laws or other agency approvals.

All final plans must include the owner's signature as well as the engineer's signature and seal.



#### I. Transfers, Easements and Postponement of Interest

The owner acknowledges and agrees that if required it is their solicitor's responsibility on behalf of the owner for the registration of all transfer(s) of land to the County, and/or transfer(s) of easement in favour of the County and/or utilities. Also, the owner further acknowledges and agrees that it is their solicitor's responsibility on behalf of the owner for the registration of postponements of any charges in favour of the County.

### **Permission to Enter Subject Lands**

Permission is hereby granted to Norfolk County officers, employees or agents, to enter the premises subject to this application for the purposes of making inspections associated with this application, during normal and reasonable working hours.

#### Freedom of Information

For the purposes of the Municipal Freedom of	of Information and Protection of Privacy Act,		
I authorize and consent to the use by or the disclosure to any person or public body any			
information that is collected under the author	ity of the Planning Act, R.S.O. 1990, c. P.		
13 for the purposes of processing this applica	ation.		
	July 31, 2024		
Owner/Applicant/Agent Signature	Date		
J. Owner's Authorization			
If the applicant/agent is not the registered ow application, the owner must complete the aut			
I/We	_am/are the registered owner(s) of the		
I/We authorize	to make this application on		
my/our behalf and to provide any of my/our p	ersonal information necessary for the		
processing of this application. Moreover, this shall be your good and sufficient			
authorization for so doing.			
	JULY 31 ZOZY		
Owner	Date		
Owner	Date		

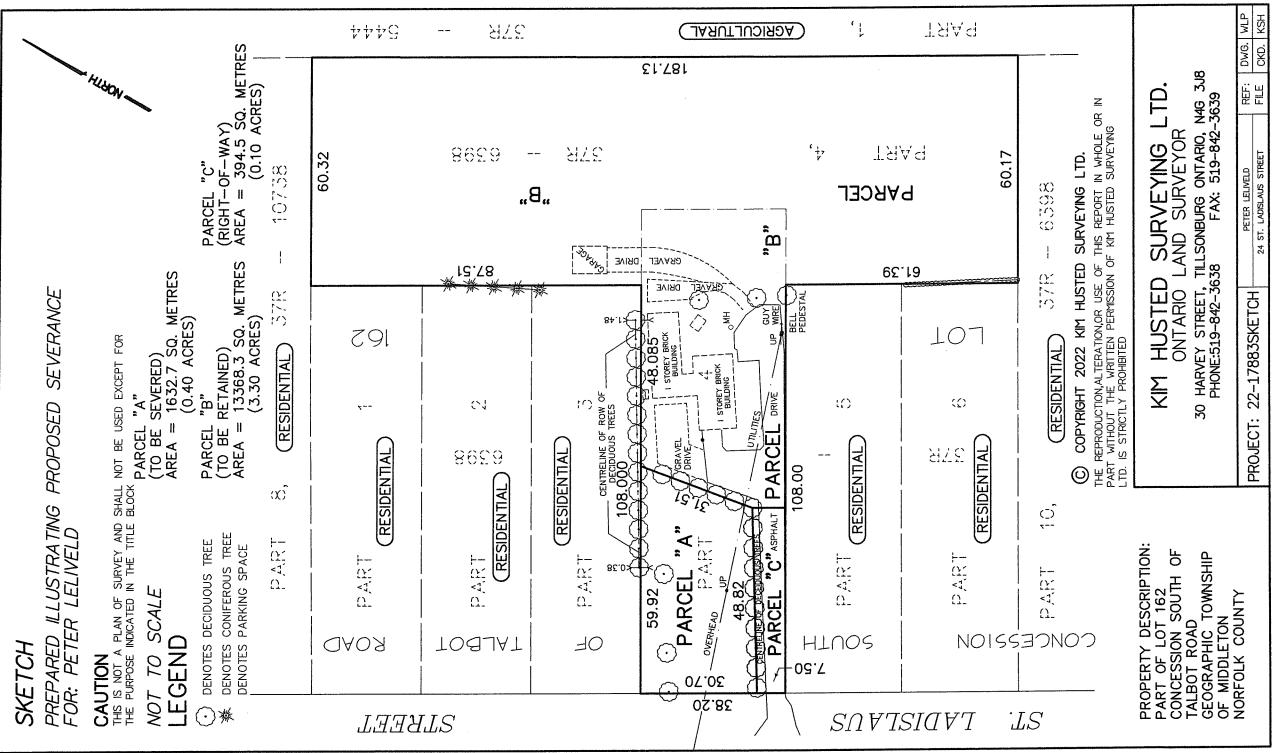
\*Note: If property is owned by an Ontario Ltd. Corporation, Articles of Incorporation are required to be attached to the application.

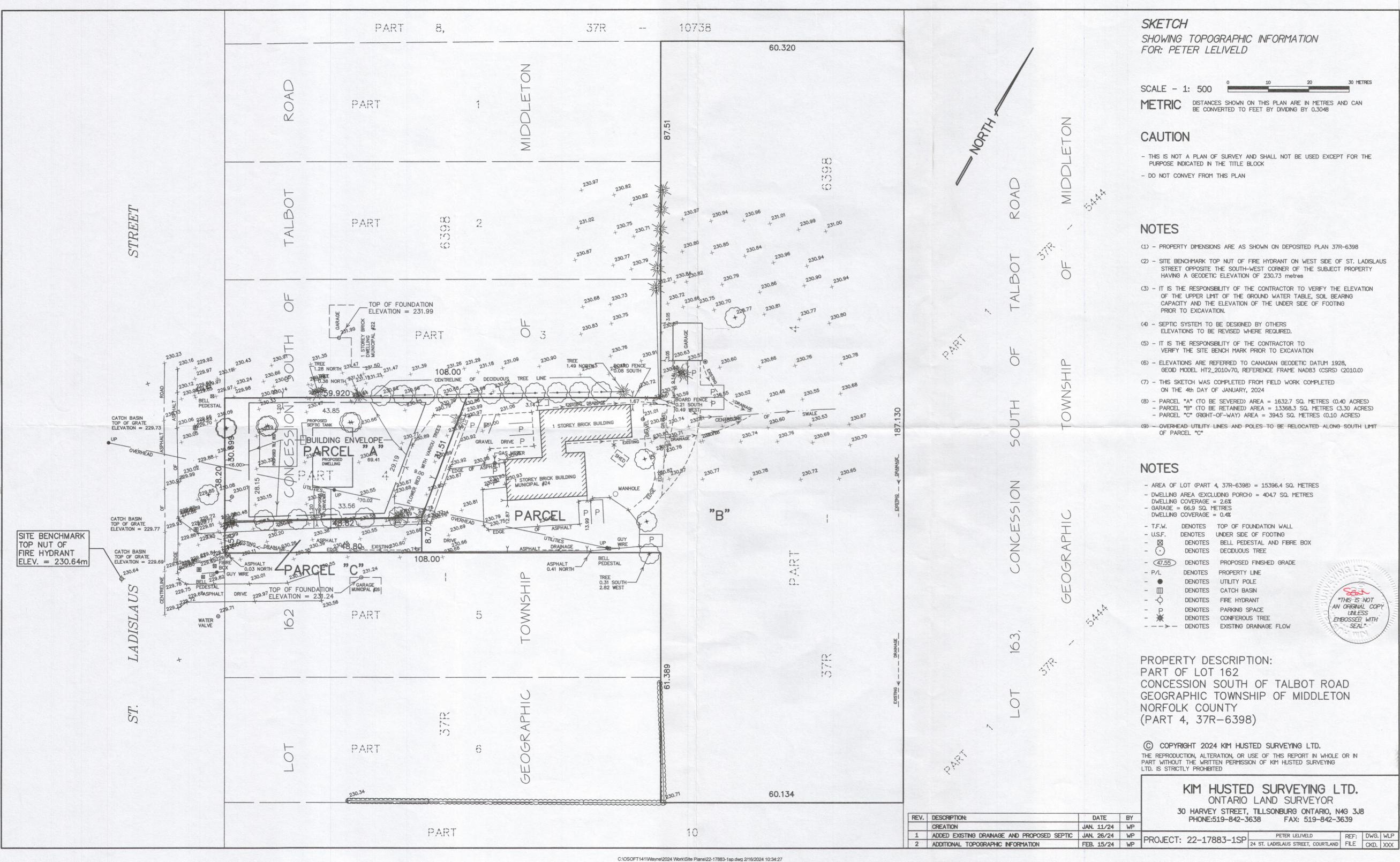


K. Declaration  I, Peter Leliveld of Courtland ON
solemnly declare that:
all of the above statements and the statements contained in all of the exhibits transmitted herewith are true and I make this solemn declaration conscientiously believing it to be true and knowing that it is of the same force and effect as if made under oath and by virtue of <i>The Canada Evidence Act</i> .
Declared before me at:  The Town of Tillsonburg  Owner Applicant/Agent Signature
In Province of ontario
This lo_day of O() > \_
A.D., 20 <u>1</u> 5
A Commissioner, etc.

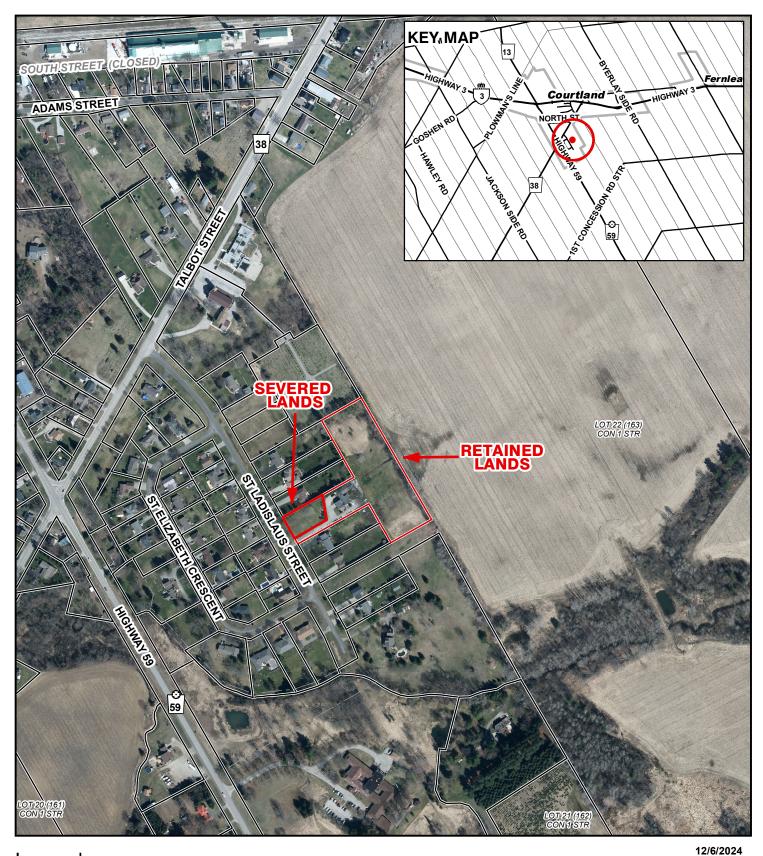






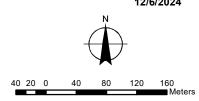


### **CONTEXT MAP**



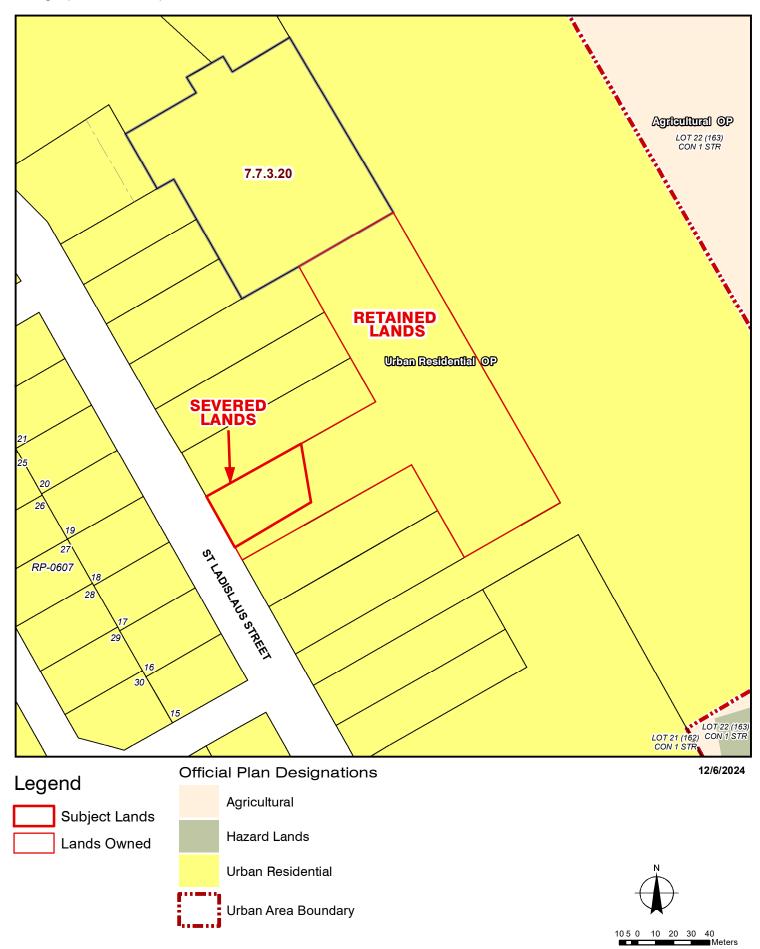






# MAP B

# OFFICIAL PLAN MAP

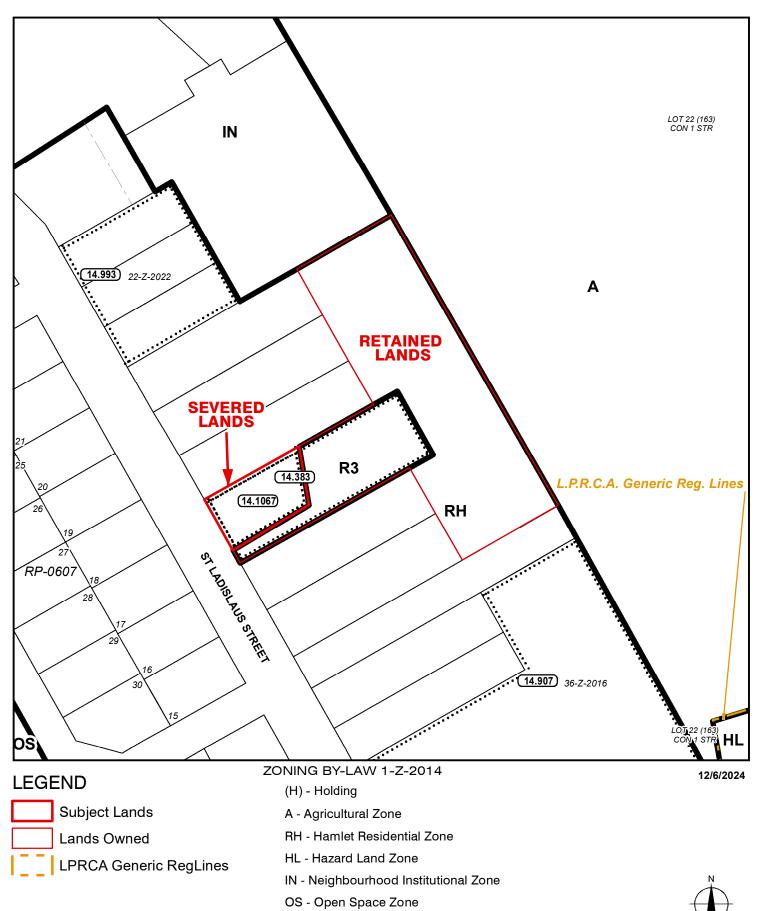


1050 10 20 30 40

### MAP C

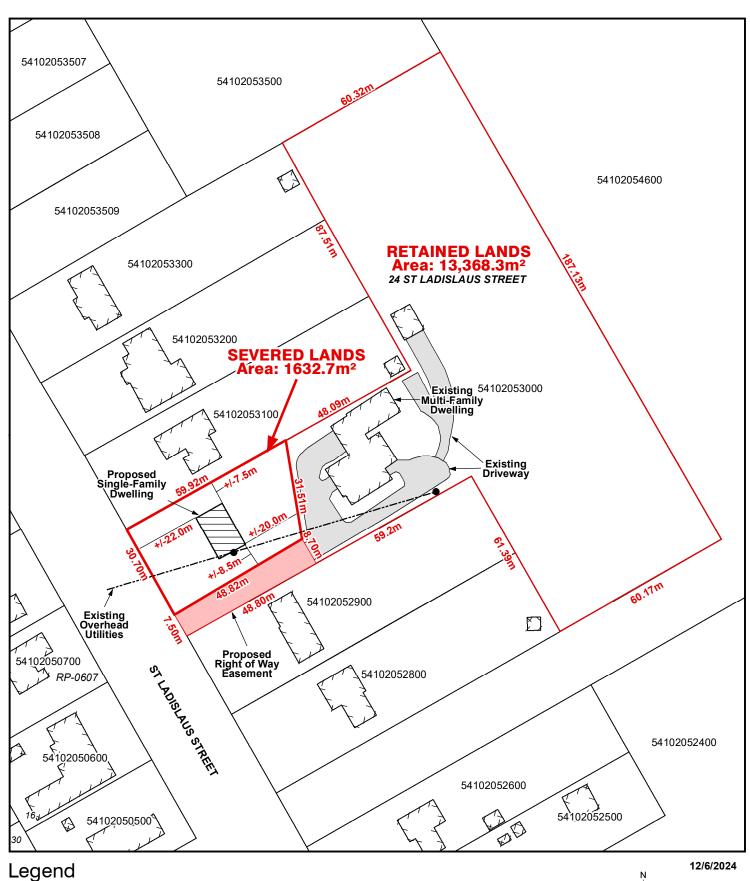
# PROPOSED ZONING BY-LAW AMENDMENT MAP

Geographic Township of MIDDLETON

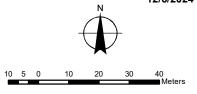


R3 - Residential R3 Zone

### **CONCEPTUAL PLAN**







# **CONCEPTUAL PLAN**

